

Silvis Board Meeting – Monday, December 14th, 2020, 6:00 PM

1. Call to Order: Beth Tepen called the meeting to order at 6:02 pm.
2. Roll Call:  
Present: Beth Tepen, Crystal McCaw, Dee Nelson, Alex Turkmani, Deb Berglund, Vikki Wright  
Absent: Marigrace Alonso, Joyce Sensabaugh, Teresa Cervantes  
Staff: Amy Fry-Gordon

3. Public Comment: NONE

4. Consent Agenda

- a. A motion was made to approve the Consent Agenda as presented.

**Motion: Deb Berglund Second: Vikki Wright**

After the motion was moved and seconded, Beth opened the floor up to discussion.

The Board Secretary, Crystal McCaw, requested a Roll Call Vote, ending with the Board President.

Crystal McCaw – Yes  
Dee Nelson – Yes  
Deb Berglund – Yes  
Joyce Sensabaugh – ABSENT  
Vikki Wright – Yes  
Teresa Cervantes – ABSENT

Beth Tepen – Yes  
Alex Turkmani – Yes  
Marigrace Alonso – ABSENT

**There are 6 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the *Consent Agenda* is adopted.**

5. Director's Monthly Report:

- a. November 2020 Circulation Statistics – E-material checkouts are up 69.8% from November 2019 (from 245 to 416). The number of website visitors was up by 4.2% from November 2019 (2226 to 2362).
- b. November 2020 Programming Statistics. – Staff were finishing up the library remodel and preparing for the relaunch of "LIVE" events in December. With November's focus on passive programming, participation was up by 590.7% from the previous year (54 to 373).
- c. COVID-19 Restrictions (Update) – Last month, the Governor re-implemented restrictions due to rising COVID positivity rates in our area. The library decided to also step back to our previous restrictions – Curbside only (Mon-Thurs 10am-6pm, Fri & Sat 10am-3pm). We will reevaluate our restrictions as positivity rates change.
- d. Library Remodel – The remodel is complete. The library staff will post images, videos, and the 360 tour on Facebook and the library website as soon as they are available.
- e. FY20-21 Per Capita Grant Update – This year's deadline has been moved back to March 15, 2021. To be eligible for the Public Library Per Capita and Equalization Aid Grant, a public library shall show that it provides library services which either meet or show progress towards meeting the Illinois Library Standards (Serving the Public 4.0). The Library Board discussed all checklists at the November meeting.

- f. PrairieCat FY20 ROI (Return on Investment) – The annual PrairieCat FY20 ROI was received on December 7<sup>th</sup>. Highlights include:
- 4,366,937 items circulated
  - 556,258 interlibrary loan holds filled
  - 546,579 reciprocal borrowing transactions
  - between PrairieCat libraries
  - 2,732 Help Desk Tickets processed
  - 1 Sierra upgrade — v 5.0
  - 1 Encore upgrade (online card catalog)
- g. Rock River Library District Donation – The Rock River Library District made a donation of \$2,000 towards the purchase of missing/damage juvenile book series.
- h. Grant Opportunities
- Personal Protective Equipment (PPE) for Illinois Public Libraries – The library was awarded \$500 for the reimbursement of PPE supplies.
  - Libraries Transforming Communities: Focus on Small and Rural Libraries – Up to 650 U.S. libraries in small and rural communities will receive \$3,000 each to tackle issues ranging from media literacy to COVID-19 safety to unemployment. Grants will be awarded in two waves in 2020 and 2021. The library applied for this grant on December 2<sup>nd</sup>. All applicants will be notified of their award status via email by December 16, 2020. If the library is not awarded a grant in December, they will apply for the second round of grants (January 4<sup>th</sup> – March 4<sup>th</sup>).
6. Friends Monthly Report – The Friends meet virtually last month. They sponsored takeaway kits for LIVE programming (all ages). Several new members attended the meeting.

7. UNFINISHED BUSINESS:

- a. Budget Committee
- Update: The budget committee (Marigrace Alonso, Vikki Wright, Alex Turkmani, and Amy Fry-Gordon) met on December 7<sup>th</sup>.
  - Next Meeting Date: A follow-up meeting will be held on Monday, January 4<sup>th</sup> at 6pm.
- b. Director's Annual Review –
- At 6:24 pm, it was moved to convene in closed session to discuss employment, compensation, and employee benefits, as allowed in Exception 5 in Section 2c 5 1LCS 120/2 (A).  
Motion: Alex Turkmani    Second: Dee Nelson  
Unanimously approved.

The Board came back from closed executive session at 7:02 pm.

Motion: Dee Nelson    Second: Alex Turkmani  
Unanimously approved.

Director's Annual Review (Continued)

A motion was made to award Amy with an exceptional rating with the expectation that Amy will work closely with the Assistant Director Susan to create a Director's Manual. In addition to the cost of living raise increase, we want to give Amy a 0.5% above the 3.5% cost living increase for Department Heads.

**Motion: Deb Berglund    Second: Vikki Wright**

After the motion was moved and seconded, Beth opened the floor up to discussion.

The Board Secretary, Crystal McCaw, requested a Roll Call Vote, ending with the Board President.

Crystal McCaw – Yes  
Dee Nelson – Yes  
Deb Berglund – Yes  
Joyce Sensabaugh – ABSENT  
Vikki Wright – Yes  
Teresa Cervantes – ABSENT

Beth Tepen – Yes  
Alex Turkmani – Yes  
Marigrace Alonso – ABSENT

**There are 6 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the motion to give Amy a 0.5% increase above the 3.5% cost of living increase for Department Heads was adopted.**

- c. Meraki Software (firewall/router vendor) –  
A motion was made to approve the switch from Sonicwall to Meraki software/service.  
Motion: Deb Berglund Second: Crystal McCaw

After the motion was moved and seconded, Beth opened the floor up to discussion.

Amy informed us that the library currently uses a Sonicwall TZ-400 as their firewall/router and a Sonicwall access point to provide wireless access. One issue with the Sonicwall line of products is that the interface is designed for enterprise businesses and it has always been overkill for the needs of the library. For the past couple of years Jason, the library's tech support, has been working with a technician from PrairieCat looking for a more user-friendly product. The Meraki has been installed by both Colona and East Moline locally. The MX68 that we are considering is a small business class product (25-40 users) that has a more user-friendly interface than the Sonicwall line. One addition of particular interest to the library is that the Meraki software tracks unique Wi-Fi users which is information needed for the annual IPLAR report that the Sonicwall does not provide. We would also be purchasing a 2nd access point to place in our meeting room to extend the wireless coverage of the library. The price of Sonicwall (with a 5-year service plan) is \$1943 and Meraki is \$2496. Meraki comes with a 2<sup>nd</sup> access point, which will greatly improve their wifi strength and allow the staff to properly track W0fi users – which is a requirement for IPLAR.

Amy also informed us that this switch will likely land in the next FY. This change was anticipated and accounted for in the (pending) budget for next fiscal year.

The Board Secretary, Crystal McCaw, requested a Roll Call Vote, ending with the Board President.

Crystal McCaw – Yes  
Dee Nelson – Yes  
Deb Berglund – Yes  
Joyce Sensabaugh – ABSENT  
Vikki Wright – Yes  
Teresa Cervantes – ABSENT

Beth Tepen – Yes  
Alex Turkmani – Yes  
Marigrace Alonso – ABSENT

**There are 6 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the *switch to Meraki* was adopted.**

8. NEW BUSINESS:

- a. Strategic Plan – The library’s current Strategic Plan runs through 2022. Amy said that the library has made significant progress but has also been hindered by the COVID-19 pandemic.
- b. Updated Board Directory – A copy of the updated Board Directory was included in the Board Packet to ensure there were no errors.
- c. Sexual Harassment Policy – The library does not currently have a sexual harassment policy. Amy will present a draft for approval at the January meeting.
- d. FY21 Per Capita Grant – Typically, requirements for the following year’s Per Capita Grant would be discussed in December. However, they have not been posted. Amy will update us when they are.

e. Serving the Public 4.0

- (Chapter 1: Core Standards) – The library meets all Core Standards.
  - Written Succession Plan
- A motion was made to approve the Written Succession Plan as presented.  
Motion: Crystal McCaw Second: Vikki Wright

After the motion was moved and seconded, Beth opened the floor up to discussion

Amy reminded the board that this was one of the Serving the Public 4.0 standards that they needed to fulfill.

The Board Secretary, Crystal McCaw, requested a Roll Call Vote, ending with the Board President.

Crystal McCaw – Yes  
Dee Nelson – Yes  
Deb Berglund – Yes  
Joyce Sensabaugh – ABSENT  
Vikki Wright – Yes  
Teresa Cervantes – ABSENT

Beth Tepen – Yes  
Alex Turkmani – Yes  
Marigrace Alonso – ABSENT

**There are 6 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the *Written Succession Plan* was adopted.**

f. FY21-22 Board Meeting Schedule - APPROVE

A motion was made to approve the FY21-22 Board Meeting Schedule as presented.

**Motion: Beth Tepen Second: Dee Nelson**

After the motion was moved and seconded, Beth opened the floor up to discussion.

Crystal McCaw – Yes  
Dee Nelson – Yes  
Deb Berglund – Yes  
Joyce Sensabaugh – ABSENT  
Vikki Wright – Yes  
Teresa Cervantes – ABSENT

Beth Tepen – Yes  
Alex Turkmani – Yes  
Marigrace Alonso – ABSENT

**There are 6 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the *FY21-22 Board Meeting Schedule* is adopted.**

- g. Job Descriptions (Library Clerk II - Cataloger) –  
A motion was made to approve the Library Clerk II – Cataloger Job Description as presented.  
**Motion: Vikki Wright Second: Crystal McCaw**  
After the motion was moved and seconded, Beth opened the floor up to discussion.

The Board Secretary, Crystal McCaw, requested a Roll Call Vote, ending with the Board President.

Crystal McCaw – Yes  
Dee Nelson – Yes  
Deb Berglund –Yes  
Joyce Sensabaugh – ABSENT  
Vikki Wright – Yes  
Teresa Cervantes – ABSENT

Beth Tepen – Yes  
Alex Turkmani – Yes  
Marigrace Alonso – ABSENT

**There are 6 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the *Library Clerk II – Cataloger Job Description* was adopted.**

- h. COVID Emergency Sick Pay Policy (2021)  
A motion was made to approve the COVID Emergency Sick Pay Policy (2021) as presented.  
**Motion: Deb Berglund Second: Beth Tepen**  
After the motion was moved and seconded, Beth opened the floor up to discussion.

Amy reminded the board that the current COVID Sick Pay Policy expires at the end of 2020. This year, the policy was utilized by four staff members. The proposed policy is the same as the current policy, just updated to be available from January 1, 2021 – December 31, 2021.

The Board Secretary, Crystal McCaw, requested a Roll Call Vote, ending with the Board President.

Crystal McCaw – Yes  
Dee Nelson – Yes  
Deb Berglund – Yes  
Joyce Sensabaugh – ABSENT  
Vikki Wright – Yes  
Teresa Cervantes –ABSENT

Beth Tepen – Yes  
Alex Turkmani – Yes  
Marigrace Alonso – ABSENT

**There are 6 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the *COVID Emergency Sick Pay Policy (2021)* was adopted.**

## 9. Library Wishes

- Library Wishes – Several staff members have requested Saturday, December 26<sup>th</sup> off to celebrate with their families. Amy has asked the board if they would allow the library to close, just this once, so that all the staff who have requested it can have the date off. Amy stated that, even in a “normal” year, the day after Christmas is typically an extremely slow day in the library. With Curbside service only, she expects it to be even slower.

A motion was made to approve the library closing on December 26<sup>th</sup>, 2020.

**Motion: Deb Berglund Second: Vikki Wright**

After the motion was moved and seconded, Beth opened the floor up to discussion.

The Board Secretary, Crystal McCaw, requested a Roll Call Vote, ending with the Board President.

Crystal McCaw – Yes  
Dee Nelson –Yes  
Deb Berglund –Yes  
Joyce Sensabaugh – ABSENT  
Vikki Wright – Yes  
Teresa Cervantes – ABSENT

Beth Tepen – Yes  
Alex Turkmani –Yes  
Marigrace Alonso – ABSENT

**There are 6 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the *library closing* was approved.**

## 10. Items to be placed on next month’s agenda

- COVID-19 Restrictions Update
- Serving Our Public 4.0 (Chapter 2)
- Review – Job Descriptions
- Sexual Harassment Policy - Approve
- Winter Reading Update
- Budget Committee Meeting (Overview, Approval of Minutes)
- Per Capita Grant FY21-22
- Proposed FY21-22 Budget (Approve)
- Review Closed Session Minutes
- Policy Review – Personnel Policy
- Emergency Manual (with building safety checklist)

## 11. The meeting adjourned at: 7:46 pm.

Respectfully Submitted, Crystal McCaw